



**YOUTH AUTHORITY ADMINISTRATOR,
REHABILITATIVE SERVICES**
Final Filing Date: September 26, 2014

PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR) excluding
California Prison Industry Authority (CALPIA)

WHO SHOULD APPLY **COMPETITION LIMITED TO STATE EMPLOYEES**
Applicants must have a permanent civil service appointment with CDCR OR must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; OR 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.

HOW TO APPLY Submit Examination Application (Std. Form 678) and Criminal Record Supplemental Questionnaire

By mail to: **or** **In person at:**
Department of Corrections and Rehabilitation **Department of Corrections and Rehabilitation**
Office of Workforce Planning **Office of Workforce Planning**
P.O. Box 942883 **1515 S Street, Room 101N**
Sacramento, CA 94283-0001 **Sacramento, CA 95811-7243**
(916) 322-2545 **(916) 322-2545**

Effective June 25, 2010, the Examination Application (Std. Form 678) was revised eliminating questions 10 and 11. For all peace officer examinations, a Criminal Record Supplemental Questionnaire must be submitted with an Examination Application (Std. Form 678).

If you are personally delivering your application and Criminal Record Supplemental Questionnaire, you must do so between the hours of **8:00 a.m. and 5:00 p.m.**, Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning.

Examination Applications and the Criminal Record Supplemental Questionnaires are available at CDCR's internet website at http://www.cdcr.ca.gov/Career_Opportunities/index.html or in person at the address listed above.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **September 26, 2014**, is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **December 2014/January 2015**.

SALARY RANGE(S) As of: **July 23, 2014**
\$9,062 - \$10,391

MINIMUM QUALIFICATIONS **Either I**
Experience: In the California Department of Corrections and Rehabilitation (CDCR) either:

1. One year of experience performing the duties of a class at a level of responsibility not less than that of a Parole Agent III, Youth Authority; Head Group Supervisor I; Supervising Casework Specialist II, Youth Authority; or Supervisor of Correctional Education Programs. or
2. Two years of experience performing the duties of a class at a level of responsibility not less than that of a Treatment Team Supervisor; Parole Agent II, Youth Authority (Specialist); Parole Agent II, Youth Authority (Supervisor); Supervising Casework Specialist I, Youth Authority; or Supervisor of Academic Instruction (Correctional Facility). or
3. Two years of experience supervising a business service or administrative support function performing the duties of a class at a level of responsibility not less than that of a Staff Services Manager I. (A business service or administrative support function is as follows: budgeting and accounting; personnel; physical plant building and grounds maintenance and operation; procurement, warehousing, and storekeeping of materials, clothing, and supplies; automotive pool; equipment and property control; institution industries; or food service management.)

MINIMUM
QUALIFICATIONS
(CONTINUED)

Or II

Experience: Three years of supervisory, administrative, or staff experience in a correctional treatment and training program for youthful offenders or delinquency prevention program which included participation in program and policy formulation and procedure development. (Experience in the California state service applied toward this requirement must be performing duties of a class at a level of responsibility not less than that of a Treatment Team Supervisor.) (Graduate work in criminal justice, education, psychology, sociology, social work, business administration, or public administration may be substituted for not more than one year of the required experience on a year-for-year basis.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Special Personal Characteristics: Demonstrated administrative ability; empathetic and objective understanding of the problems of youth in custody and on parole; and specific interest and enthusiasm for the treatment and training of youthful offenders.

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

Applicants using graduate work in criminal justice, education, psychology, sociology, social work, business administration, or public administration to substitute for the required experience must show the specific course work completed on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. **Knowledge of:**
 1. Principles and practices of administration, organization, and management.
 2. Principles of budget preparation, fiscal control, and personnel management.
 3. Principles, practices, and problems involved in managing the business management and administrative support functions of a large correctional institution.
 4. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
 5. Administration of collective bargaining agreements and grievance handling procedures.
 6. The Department's labor-management relations policies.
 7. Principles and practices in the administration of facilities and programs for the care, treatment, and custody of youthful offenders, including minimal youthful offender due process rights.
 8. Purposes, policies, and practices of the Division of Juvenile Justice (DJJ) and the Youthful Offender Parole Board.
 9. California laws relating to youthful offenders.
 10. Causes of delinquency.
 11. Principles, techniques, and trends in treatment and training, parole, and social casework with youthful offenders.
 12. Principles, techniques, and resources used in planning, developing, implementing, and evaluating treatment and training programs.
- B. **Ability to:**
 1. Supervise, plan, organize, direct, and evaluate the work of others.
 2. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
 3. Represent effectively the Department's position on collective bargaining agreements.
 4. Interpret and apply collective bargaining agreements and respond effectively to employee grievances.
 5. Formulate programs for the discipline, custody, training, treatment, and training of youthful offenders.
 6. Establish and maintain effective working relationships.
 7. Apply creativity in the development of programs.
 8. Plan, direct, organize, and integrate the business management and administrative support functions within a State correctional facility.
 9. Analyze data and situations accurately, draw logical conclusions, and implement an effective course of action.
 10. Present ideas and information effectively.
 11. Establish and maintain priorities.

ELIGIBLE LIST INFORMATION	<p>A departmental promotional eligible list will be established to fill vacancies for CDCR. The list will be abolished 12 months after establishment unless the needs of the service and conditions of the list warrant a change in this period.</p>
POSITION DESCRIPTION AND LOCATION(S)	<p>A Youth Authority Administrator, Rehabilitative Services, under general direction, plans, organizes, directs, and evaluates: (1) major segments of the treatment program of an institution as an assistant superintendent or a group of related programs in a division headquarters office; (2) a major statewide operational program involving the care, welfare, treatment, and training of youthful offenders; or (3) a Chief Financial Officer for all of DJJ administration of business and budget management support functions for DJJ.</p> <p>Position(s) exist in Elk Grove, Stockton, and Camarillo within CDCR.</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.</p>
VETERANS' PREFERENCE/ CAREER CREDITS	<p>Veterans' Preference and career credits are not granted in promotional examinations.</p>
SPECIAL REQUIREMENTS	<p>Firearm Requirement: Any person prohibited by State or Federal law from possessing, using, having in his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification.</p> <p>Felony Disqualification: Because any person convicted of a felony is disqualified from being employed as a peace officer under Government Code Section 1029, an applicant with a felony conviction will not be accepted for this examination.</p> <p>In completing the Criminal Record Supplemental Questionnaire, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:</p> <ol style="list-style-type: none">(1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or(2) The record of such an incident has been or can be expunged pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or(3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offenses of possession of marijuana. <p>However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Code Section 1179 or 1772) or a pardon (per Penal Code Section 4852.16).</p> <p>Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items numbered above) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. Candidates for peace officer positions will be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record. The hiring agency uses this information to determine your suitability to become a peace officer.</p> <p>Information collected for a background investigation after the examination is distinct from that required on the Examination Application (Std. Form 678) and the Criminal Record Supplemental Questionnaire which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application and the Criminal Record Supplemental Questionnaire.</p> <p>Age Limitation -- minimum age for appointment: 21 years. (Applicants must state their birth date on the Examination Application.)</p> <p>Citizenship Requirement: Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer classification until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.</p> <p>Drug Testing Requirement: Applicants for positions in this classification are required to pass a drug screening test. Use of hard drugs (e.g., heroin, cocaine, or hallucinogenic) at any time as an adult constitutes basis for disqualification from peace officer examinations. The drug screening test will be waived for CDCR's employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board, Rule 213.</p> <p>Pre-Employment Medical Examinations: Physical and psychological suitability examinations are conducted prior to appointment. Tests include TB skin test, urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests if necessary. Any limitation which restricts a person from safely performing the essential functions of the position may constitute basis for removal of the candidate's name from the eligible list.</p>

SPECIAL REQUIREMENTS (CONTINUED)

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

High School Equivalence for Peace Officer Classifications: Equivalence to completion of the 12th grade may be demonstrated by: 1) passing the California High School Proficiency Test; 2) passing the General Educational Development (GED) test indicating high school graduation level; or 3) possession of a degree (Associate of Arts or higher) from an accredited college. No other equivalency is accepted for Peace Officer classifications.

GENERAL INFORMATION

It is the candidate’s responsibility to contact CDCR’s Office of Workforce Planning at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at CDCR offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at <http://jobs.ca.gov/Profile/StateApplication>.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS